

**NORTH OGDEN PLANNING COMMISSION  
MEETING MINUTES**

March 6, 2024

The North Ogden Planning Commission convened on March 6, 2024, at 6:00 p.m. at the North Ogden City Office at 505 East 2600 North.

Notice of time, place, and agenda of the meeting was posted on the bulletin board at the municipal office and posted to the Utah State Website on February 29, 2024.

Notice of the annual meeting schedule was posted on the bulletin board at the municipal office and posted to the Utah State Website on December 13, 2023.

**Note: The time stamps indicated in blue correspond with the recording of this meeting, which can be located on YouTube: <https://www.youtube.com/channel/UCriqbePBxTucXEzRr6felhQ/videos> or by requesting a copy of the audio file from the North Ogden City Recorder.**

**COMMISSIONERS:**

Eric Thomas	Chairman
Brandon Mason	Vice-Chairman
Nicole Nancarrow	Commissioner
Johnson Webb	Commissioner
Cody Watson	Commissioner
Nissa Green	Commissioner
Chad Bailey	Commissioner

**STAFF:**

Jon Call	City Manager/Attorney
Ryan Nunn	Planner
Eric Casperson	City Engineer

**VISITORS:**

Chris Pulver  
Gregory Nelson  
Allan Russel

Chairman Thomas called the meeting to order at 6:00 p.m. Vice Chairman Mason offered the invocation and Commissioner Bailey led the Pledge of Allegiance.

**CONSENT AGENDA**

**1. ROLL CALL**

0:01:50 All Commission Members were in attendance.

**2. CONSIDERATION AND ACTION TO APPROVE THE FEBRUARY 21, 2024 PLANNING COMMISSION MEETING MINUTES**

0:02:00 Commissioner Nancarrow made a motion to approve the February 21, 2024 Planning Commission Meeting minutes. Commissioner Webb seconded the motion.

**Voting on the motion:**

Chairman Thomas	aye
Vice Chairman Mason	aye
Commissioner Nancarrow	aye
Commissioner Webb	aye
Commissioner Watson	aye
Commissioner Green	aye
Commissioner Bailey	aye

The motion carried.

**3. EX PARTE COMMUNICATIONS OR CONFLICTS OF INTEREST TO DISCLOSE**

0:02:30 Chairman Thomas asked if any Commissioners had ex parte communications or conflicts of interest to disclose. No disclosures were made.

**ADMINISTRATIVE ITEMS**

**4. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

0:02:45 There were no public comments.

**5. SUB 2023-04 CONSIDERATION AND ACTION REGARDING AN ADMINISTRATIVE APPLICATION, PRELIMINARY PLAT APPROVAL FOR WHITE ROCK SUBDIVISION, PHASE 3 (7 LOTS), LOCATED AT APPROXIMATELY 1401 EAST 3095 NORTH**

0:03:15 Planner Ryan Nunn presented the preliminary plat submission, highlighting that it was for seven lots in the Hillside Protection (HP-2) Zone with a required lot size of 1500 square feet. He addressed Staff comments and conditions from a previous Technical Review Committee meeting in September of the previous year, explaining that challenges in meeting code requirements from the previous phase had been resolved with the current applicant. Staff has verified the proposed lots meet the minimum square footage requirements for the zone and conforms to the North Ogden City General Pan. Mr. Nunn noted that the developer will be required to extend the non-paved trail and guardrail along North Ogden Divide Road as required in previous phases.

Vice Chairman Mason expressed concerns about the visual impact of the Subdivision as an entry point to the City. Discussion on this matter ensued among the Commission.

**0:13:05 Commissioner Nancarrow made a motion to approve the preliminary plat for the White Rock Subdivision Phase 3 subject to conditions in the Engineer’s Technical Review and conditions in the Staff Report. Vice Chairman Mason seconded the motion.**

**Voting on the motion:**

<b>Chairman Thomas</b>	<b>aye</b>
<b>Vice Chairman Mason</b>	<b>aye</b>
<b>Commissioner Nancarrow</b>	<b>aye</b>
<b>Commissioner Webb</b>	<b>aye</b>
<b>Commissioner Watson</b>	<b>aye</b>
<b>Commissioner Green</b>	<b>aye</b>
<b>Commissioner Bailey</b>	<b>aye</b>

**The motion carried.**

**6. SPR 2024-04 CONSIDERATION AND ACTION REGARDING AN ADMINISTRATIVE APPLICATION, SITE PLAN APPROVAL OF THE NORTH OGDEN CITY POLICE STATION AND SENIOR CENTER PARKING LOTS, LOCATED AT APPROXIMATELY 505 EAST 2600 NORTH**

0:13:50 Eric Casperson, City Engineer, reviewed his Staff report, explaining that North Ogden City has completed construction of the new Public Safety Building and as part of that construction project, the original City Hall parking lot was consumed by that building, eliminating approximately 40 parking stalls. The Site Plan approval of the Public Safety Building in April 2022 recommended that the Planning Commission review any additional parking developed for the Civic Campus. With the upcoming demolition of the existing Police Station, the City has designed additional parking for both the City Hall campus as well as the Senior Center. These parking improvements will increase access to the site, and will bring parking closer to City Hall and the Public Safety Building. The Planning Commission’s original recommendation was to not replace the existing Police Station with parking, but due to site

constraints, and the need for the public to have closer and more accessible parking, Staff strongly recommends the parking layout presented.

Jon Call, City Manager/Attorney, provided details on the proposed parking lot, including changes to the existing parking lot's configuration, additional parking spaces, and considerations for curb pan usage. The landscaping plan was discussed, with a concern raised about accessible pathways through vegetated areas. Plans for ADA access and parking were also outlined.

Vice Chairman Mason discussed the potential impact of ride-sharing services on parking requirements. Chairman Thomas emphasized the importance of planning for the future, including potential changes in transportation trends.

Further discussion included considerations for wider sidewalks, motorized scooters, and e-bikes. Vice Chairman Mason recommended exploring options for load/unload zones creatively. Chairman Thomas raised the possibility of using the proposed parking lot for various events, including food trucks.

A detailed discussion ensued about the design and functionality of the parking lot, with Chairman Thomas suggesting a pedestrian walkway connecting the new parking lot to the Civic Center. Concerns were raised about the lack of sidewalk on the east side of the parking lot, and suggestions were made for additional pathways and seating areas.

Johnson Webb presented plans for adding a ramp to improve accessibility to the library bus stop and discussed plans for additional parking near the Senior Center, meeting the agreed-upon terms with the library. Various aspects of the proposed parking lot, primarily focusing on the easement and potential issues related to visibility and hidden spaces were discussed along with considerations such as fencing options, access points, and the potential impact on neighboring properties.

The conversation then shifted to the south side setback requirement, where the proposed design fell short of the 10-foot setback. The Commission explored options to address this, including adjusting the detention basin location and discussing the possibility of a narrow linear detention pond. There were concerns about pushing the parking lot too close to neighboring properties.

Discussion touched on the increased use of parking lots in the City, emphasizing the importance of considering capacity and the potential for future use. Staff agreed that the fence on the south side, a solid vinyl structure on top of a concrete wall, adequately addressed concerns about car headlights and provided sufficient separation.

Conditions of approval were mentioned, with a focus on revisiting the landscape plan for the north parking lot and adjusting the location of the safe exchange zone based on future considerations.

**1:01:51 Commissioner Watson made a motion to approve the Site Plan of the North Ogden City Police Station and Senior Center Parking lots, with the condition of bringing back the landscaping plan for review. Commissioner Webb seconded the motion.**

**Voting on the motion:**

<b>Chairman Thomas</b>	<b>aye</b>
<b>Vice Chairman Mason</b>	<b>aye</b>
<b>Commissioner Nancarrow</b>	<b>aye</b>
<b>Commissioner Webb</b>	<b>aye</b>
<b>Commissioner Watson</b>	<b>aye</b>
<b>Commissioner Green</b>	<b>aye</b>
<b>Commissioner Bailey</b>	<b>aye</b>

**The motion carried.**

**LEGISLATIVE ITEMS**

**7. ZTA 2024-03 PUBLIC HEARING, CONSIDERATION, AND RECOMMENDATION ON A LEGISLATIVE AMENDMENT TO CONSIDER AMENDING THE PARKING SETBACK AND LANDSCAPE BUFFER REQUIREMENTS**

1:03:00 Planner Ryan Nunn began by addressing a Legislative item regarding setbacks on non-arterial streets within the City. He explained that the proposal aimed to reduce setbacks from the current 20 feet to 14 feet on certain side streets, such as those not on major arterials like Washington Boulevard. Planner Nunn clarified that the idea had been previously addressed and approved a few years ago but was inadvertently left out during a Code reorganization. He emphasized that the reduction in setbacks would not compromise the quality of the environment, including parking and landscape standards. Staff recommended approval due to its prior approval and minimal impact. Chairman Thomas affirmed the need to reinstate the previous Ordinance, clarifying that the proposal aimed to revert to the previous setback standards.

**a. Chairman Thomas opened the Public Hearing at 7:06 p.m.**

There were no persons appearing to be heard.

**Commissioner Nancarrow made a motion to close the Public Hearing. Commissioner Green seconded the motion.**

**Voting on the motion:**

<b>Chairman Thomas</b>	<b>aye</b>
<b>Vice Chairman Mason</b>	<b>aye</b>
<b>Commissioner Nancarrow</b>	<b>aye</b>
<b>Commissioner Webb</b>	<b>aye</b>

**Commissioner Watson**        **aye**  
**Commissioner Green**       **aye**  
**Commissioner Bailey**       **aye**

**The motion carried.**

**The Public Hearing was closed at 7:07 p.m.**

1:07:00 Chairman Thomas then facilitated discussion among the Commission regarding the Zoning Text Amendment.

**b. Consideration and recommendation**

**Vice Chairman Mason made a motion to recommend amending the parking setback and landscape buffer requirements as discussed and forward this recommendation to the City Council. Commissioner Nancarrow seconded the motion.**

**Voting on the motion:**

**Chairman Thomas**        **aye**  
**Vice Chairman Mason**    **aye**  
**Commissioner Nancarrow** **aye**  
**Commissioner Webb**     **aye**  
**Commissioner Watson**   **aye**  
**Commissioner Green**    **aye**  
**Commissioner Bailey**    **aye**

**The motion carried.**

**8. PUBLIC COMMENTS**

There were no public comments.

**9. REMARKS - PLANNING COMMISSIONERS:**

1:08:10 Commissioner Webb expressed appreciation for the thorough discussion on parking lot matters, considering it an important and visually significant aspect of the City. He emphasized the value of revisiting the landscape plan, noting that Staff had dedicated significant thought to reconfiguring the campus and commended their efforts on the great work done in the process.

1:08:30 Vice Chairman Mason voiced agreement with Commissioner Webb's statements and highlighted the importance of actively engaging in planning rather than merely approving

matters as they arise. Without substantial input, he said, true planning efforts could be compromised.

1:10:00 Chairman Thomas commented that he would be unable to attend the next meeting on March 20, 2024. Vice Chairman Mason voiced concern that he would be unable to attend as well. Discussion ensued on whether or not there would be a quorum present for the next meeting.

**10. REPORT – COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR**

Mr. Hess was excused.

**11. REMARKS – CITY MANAGER/ATTORNEY**

01:11:12 Mr. Call made two announcements regarding the new building. Firstly, he offered a tour of the new building for anyone interested. Secondly, he mentioned that meetings would soon be held in the new Court Council Chamber and provided details about the improved facilities such as individual screens for each member and outlets under the tables. He assured the Commission that the new space would be more comfortable and spacious for both Commissioners and the public. Regarding the chairs, he mentioned that they were comfortable leather chairs, though not the most expensive ones to keep costs reasonable.

**12. ADJOURNMENT**

**Commissioner Watson motioned to adjourn the meeting.**

**The meeting adjourned at 7:16 p.m.**



Eric Thomas  
Planning Commission Chair



Joyce Pierson  
Deputy City Recorder

April 3, 2024

Date Approved